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NATIONAL FOREIGN ASSESSMENT CENTER

WASHINGTON, D. C. 20505

Director

7 JUL 1981

MEMORANDUM FOR: Director of Communications
Director of Data Processing

SUBJECT : NFAC Priority Terminal Installations

1. The backlog of terminal installation and move requests is growing, as described in the attached. NFAC currently has over 100 such backlogged requests, some of which are high priority and are affecting our ability to function.

2. The highest of these priorities is for the installation or move of the SAFE Pilot Mail Operation (PMO) terminals for OSWR, OPA, and OER. Any delay from the July 24, 1981 installation date for the OSWR PMO and the August 21, 1981 installation date for the OPA PMO and OER PMO will be detrimental to the SAFE effort itself.

3. Your assistance is requested in meeting our priority terminal requests and in reducing the growing backlog. In addition to the PMO installations (highest priority), we have long-standing priority requests for terminal moves for OCO and the OSWR TADS project. Some of our other backlogged requests will become priorities as events overtake us.

4. [redacted], NFAC ADP Control Officer, or his assistant [redacted] are available to answer any questions you may have about NFAC terminal requirements.

[redacted]
John McMahon

Attachment:
As stated

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ODF 31-799
24 June 1981

MEMORANDUM FOR: Directorate ADP Control Officers

FROM:
Deputy Director for Processing, ODP

SUBJECT: Terminal Installation Work Schedule

1. The amount of time that it takes to install or relocate a terminal is a concern to all of us. The rate of requests for installations has outpaced the ability of contractors to install them. The unfortunate news is that there is now a 7 month backlog of work. Plans are now underway to substantially increase the number of contractor personnel. If the money can be found and if the contractor can get cleared personnel, we should see a reduction of this backlog in FY-82. It will take at least 6 months for the expanded work crew to be in place, therefore you can anticipate that this 7 month backlog will continue through the end of the calendar year.

2. Because of the long installation time, all of you have been prioritizing and reprioritizing the backlog of work. Changes to the daily work lists have occurred so frequently that contractor personnel have been unable to efficiently plan their work. They are wasting precious time by moving from one distant location to another satisfying current priorities. I believe that the contractors can be more productive if they are able to plan 7 weeks of work in advance. Therefore, a schedule will be established by the 10th of the month for all work on the following month. The monthly list you now receive will contain the list of installations and estimated completion dates. Obviously this plan will only be successful if all of us refrain from making any changes to the 7 week schedule.

3. In conclusion, let me say that the current installation backlog is unacceptable. You are forced into changing priorities and making numerous phone calls because of the long delays. Our goal is to reduce the backlog to 90 days. We will be requesting a funding level for FY-82 to achieve this goal.

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